Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DAVAO REGIONAL OFFICE

58 McArthur Highway, Matina Crossing, Davao City

http://www.region11.dilg.gov.ph

COMMISSION ON AUDIT
RECEIVED
DATE: 25 SEP 2024
TIME: 1:06 pm
BY: Shyline

PURCHASE ORDER

Supplier:	**SM PRIME HOLDINGS, INC/PARK INN BY RADISSON DAVAO**	**P.O.No. :**	**2024-09-279**
Address:	**Next to SM Lanang Premier Mall, Davao City**	**Date:**	**September 17, 2024**
TIN:	**003-058-789-000**	**Mode of Procurement:**	NEGOTIATED PROCUREMENT - LEASE OF VENUE

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	DILG XI Regional Office	**Delivery Term:**	within 2 working days
Date of Delivery:	September 30, 2024 & November 27, 2024	**Payment Term:**	w/in 15 calendar days

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotations.			
		1. The venue must be easily located and accessible to public transportation.*	/		
		2. Meals should be served in a buffet except for snacks.*	/		
		3. Free use of LCD Projector.*	/		
		4. Free energy cost for five (5) laptops.*	/		
		5. Availability of spacious parking area.*	/		
		6. Provision of backdrop inside the function room.*	/		
		7. Hotel must have "No Smoking Policy."*	/		
		8. Venue must have a strong internet connection.*	/		
		9. Hotel must provide complete health and hygiene kits.*	/		
		10. Hotel must provide service water for each room.*	/		
		11. Hotel should be single-use plastic-free.*	/		
		Lease of Venue, with Meals and Room Accommodation:			
		September 30, 2024			
		Live-in/Full Board:			
	pax	AM Snacks, Lunch, PM Snacks, Dinner with Room Accommodation (twin-sharing)	4	3,000.00	12,000.00
		Note: Breakfast to be served on October 1, 2024			
		Live-out:			
	pax	AM Snacks, Lunch and PM Snacks	51	1,643.14	83,800.14
		October 1, 2024			
		Live-out:			
	pax	Breakfast (part of full board, September 30, 2024)	4		

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		November 27, 2024			
		Live-in/Full Board:			
	pax	AM Snacks, Lunch, PM Snacks, Dinner	4	3,000.00	12,000.00
		with Room Accommodation (twin-sharing)			
		Note: Breakfast to be served on November 28, 2024			
		Live-out:			
	pax	AM Snacks, Lunch and PM Snacks	51	1,643.14	83,800.14
		November 28, 2024			
		Live-out:			
	pax	Breakfast (part of full board, November 27, 2024)	4		
		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			**191,600.00**
		PR No: 2024-09-273 dtd. September 6, 2024			
		End-User: LGMED			
		Purpose: Conduct of Quarterly Regional Convergence Meeting on the Seal of Good Local Governance on September 30, 2024 and November 27, 2024 in Davao City			

Total Amount in Words: ONE HUNDRED NINETY-ONE THOUSAND SIX HUNDRED PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of tenth (1/10) of one percent for every of delay shall be imposed on the undelivered item /s.

CONFORME:

Princess Pamagan

Signature over Printed Name of Supplier

25 SEP 2024

Date

Very truly yours,

ABDULLAH V. MATALAM

Regional Director

By the Authority of the Regional Director:

GALE MARIE S. GRAVADOR

Chief, FAD

Fund Cluster: 01

Funds Available: 191,600 -

MARIA TERESA S. BERDAN

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 02-01101101-2024 09-061736

Date of the ORS/BURS: 9/17/2024

Amount: 191,600 -